

**DUTY STATEMENT**

CEC-004 (Revised 04/07)

CALIFORNIA ENERGY COMMISSION



<b>Classification:</b> Staff Services Manager I	<b>Position No.</b> 1300-4800-003
<b>CBID:</b> E	<b>Office:</b> Public Adviser
<b>Date Prepared:</b> March 27, 2009	<b>Division:</b> Executive/Small Offices
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

Under the general direction of the Public Adviser, the incumbent will work to improve the public's awareness of the participation in the programs and activities of the Commission. The Public Adviser advises the public on how to participate fully and advises the Commission on the measures it should employ to assure open consideration.

The incumbent will assist the Public Adviser in monitoring, directing, and/or responding to inquiries from the public as well as in researching and evaluating activities and programs for improving public participation.

**WORKING CONDITIONS.** Work is performed indoors in an office setting and/or meeting room settings involved sitting, standing and/or walking. Travel may be required. While performing the duties described below, the incumbent is required to work alone and/or in a team environment. To utilize a personal computer and appropriate Commission software such as word processing, electronic mail and internet, and to organize and participate in meetings with other staff and other agencies.

### **DUTIES AND RESPONSIBILITIES:**

- 40% Identifies interested and affected public and recommends to the Public Adviser opportunities to improve public participation, including, creating/expanding mailing lists for various projects/programs at the Commission and developing and updating template responses to the most frequently asked questions by the public. Assists the Public Adviser in reviewing existing and proposed regulatory/statutory changes being sensitive to public participation/policy issues and recommending steps to protect due process; reviewing and updating the Siting Process Guidebook. (E)
- 40% Researches, analyzes, and makes recommendations to the Public Adviser about developing public participation policy and the appropriate tools to help Commission staff and managers implement the policy. Researches and evaluates the Commission's public involvement activities and other states' public participation processes to identify best practices. (E)
- 10% As directed by the Public Adviser, attends hearings, workshops and other meetings to ensure that full and adequate participation by members of the public is secured. (E)

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- 5% Reviews docketed materials and information from other agencies, and identify issues which may have impact on, or be of interest to, the public at large for Public Adviser's action. Understands and properly refers public participation issues under the American with Disabilities Act (ADA). (E)
- 5% Performs other duties consistent with the classification as directed by the Public Adviser. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>Vacant</span> <span>Date</span> </div> <div>Staff Services Manager I</div>	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>Elena Miller</span> <span>Date</span> </div> <div>Public Advisor</div>